

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.13
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005; June 26, 2007; May 7, 2013; August 15, 2016; January 22, 2018; January 26, 2021
CHAPTER: Human Resources		Related Policy: G.O. 6.12 (Temporary Assignments), G.O. 6.14 (In-Class Transfers), G.O. 6.32 (Career Development), LCPOA Contract Section 7.14
SUBJECT: Work Assignments		Related Laws:

POLICY: Only the Sheriff, or the Sheriff's designee, will determine work assignments of employees. Assignments will be routinely made anywhere within divisions or sections whenever it is necessary to increase or decrease the working force of a particular division or section, for periods to be determined by the Sheriff or designee.

RULE: None

PROCEDURE:

I. General

- A. The efficient operation of the Sheriff's Office is usually the primary reason for changing work assignments, but may also be caused by the need for training, training programs, and cross training.
- B. The purpose of the Sheriff's Office assignment procedure is to allow full utilization of the career path concepts that have been developed throughout the Sheriff's Office. The end goal is to have well-trained employees who are competent and cross trained in a variety of assignments and shifts, thereby enhancing their careers and increasing opportunities for career advancement. Emphasis is placed upon improving communication and understanding between divisions and sections and increasing efficiency and effectiveness.
- C. Assignment within the Sheriff's Office and within the same job classification is not a promotion. Assignments are based upon Sheriff's Office needs and a privilege that can be earned by demonstrated performance, ability, and the length of assignments.
- D. Assignments of personnel will be continually monitored to determine the proper service allocation to each division and/or section. The number of personnel to be involved in reassignment and the length of such assignment shall be based on the overall needs and goals of the Sheriff's Office.

- E. Criteria to be utilized, when considering assignments and reassignments, will recognize the necessity to utilize a career path concept, training and cross-training capabilities, the availability of competent personnel, the efficiency and effectiveness of personnel, and the need to attain and meet the goals and objectives of the Sheriff's Office.
- F. The posting of vacant positions does not imply that assignments or reassignments will occur in the near future. Current Sheriff's Office-wide vacancies, budget resources, training needs, and other criteria affecting the efficiency and effectiveness will be considered before implementation of these reassignment procedures will be made. Assignment and reassignment is an exclusive management right.
- G. For the purpose of defining reporting place, assignment at the Lane County Adult Corrections Facility and/or assignment at the Main Office located in the Lane County Courthouse are considered to be one and the same.
- H. The decision for personnel assignments/reassignments within a division will be reached collectively among the supervisors and management personnel routinely responsible for supervising the affected employee.
- I. The Sheriff may assign personnel to duties in peripheral areas of the County for contract Law Enforcement purposes and/or outpost assignments as long as such assignments do not require a change of residence. Assignments that require the change of permanent residence of employees shall be considered transfers.
- J. Employees are permitted to volunteer for, and are at times required based on Sheriff's Office need, to fill staffing shortages, perform duties, fill temporary assignments and cross train in assignments or sections to which the employee is not currently assigned. The eligibility of an employee to fill these positions will be based on a supervisor's evaluation of the following:
 - 1. The employee must be proficient in the primary duties of the assignment and/or able to immediately work independently in the position filled.
 - 2. The similarity of the duties of the temporary assignment to those that the employee currently works, or has recently worked.
 - 3. The assignment requires no specialized skills and is based on the employee's classification (Deputy, Dispatcher, Records Officer, etc.).
 - 4. The requirements of the assignment must match the general job descriptions of the employee's classification.

5. If trained employees are not available, any additional training the employee requires to perform the duties of the assignment must be offset by a greater benefit to the Sheriff's Office of the employee performing the duties of the assignment. Unless otherwise noted by bargaining unit contract, employees volunteering for cross training purposes are considered a trainee and not entitled to additional pay for working out of class.
6. Any additional training cannot place an unnecessary hardship on the work group or Sheriff's Office.
7. The supervisor will examine the employee's suitability for a given position and have final say on all employee requests to work out of class.

II. Reassignment Process - Records Officers

A. Application/Selection:

1. In January of each year, a notice will be posted advising Records Officers that non-probationary employees interested in inter-division reassignment consideration should submit their written requests to their immediate supervisor for consideration by the posted deadline. Additional notices may be posted throughout the year based on need.
2. The employee must submit a written request in memo format to the employee's immediate supervisor specifically detailing the following:
 - a. Requested assignment and reason requesting reassignment.
 - b. Past and current assignments.
 - c. Relevant skills and training.
 - d. Performance Evaluations
 - (1) Overall evaluation rating for past two evaluations.
 - (2) Individual applicable sub-category ratings.
 - e. Ability to perform effectively and efficiently with minimum supervision in a consistent manner.
 - f. Prior experience related to the needs of the open work location.
3. The employee's immediate supervisor will provide comments on the criteria listed below in a separate memo and forward both memos to the Support Services Manager:
 - a. Receptivity to training.
 - b. Ability to retain learned material.
 - c. Receptivity to constructive criticism.

- d. Attendance record during the past two calendar years, specifically:
 - (1) Frequency and duration of unscheduled absences.
 - (2) Frequency of tardiness.
 - (3) Employee absences or leaves related to FMLA, OFLA or any other protected leave will not be considered in the evaluation or reassignment process.
 - e. Experience
 - (1) Propensity to learn quickly.
 - (2) Stability as indicated by prior moves, requests for transfers, or changes in assignments.
 - (3) Demonstrated ability to use sound practical judgment and discretion independently.
4. The Support Services Manager will review and, if approved, forward the approval to the Selection Committee.
 5. The Selection Committee for Records Officers will consist of one Communications/Records Supervisor, the Support Services Manager, and one Jail Records Supervisor. The Selection Committee will review the request and supporting documents and make the final decision utilizing the criteria listed.
 6. Any employee who does not qualify will be notified of the specific criteria that resulted in their non-selection. He/she may appeal the decision to the level where the decision was made to exclude the name from the list. Placement (order) on the list may not be appealed.
 7. Those employees who qualify will be placed on an eligibility list in descending order, with the most qualified first, for assignment consideration at some future time. The list will then be forwarded to Division Commander for final approval. Once approved, division level personnel will publish the list for use in order to fill vacancies.
 8. Employees wishing to obtain feedback for career guidance or self-improvement are encouraged to contact their supervisors.

B. Reassignment

When a reassignment is to occur, the supervisor of the Division or section where the vacancy exists will review the top candidate to assure the pertinent criteria are still met, taking into consideration the above listed criteria and any new information (relating to criteria) that may have arisen since the eligibility lists were formed. If still qualified, that candidate will be assigned. If not, the next listed person shall be reviewed in the same manner.

C. Eligibility List

The eligibility list will be established once a year in February, or as designated by the Sheriff and will remain active for not more than one (1) year.

III. Reassignment Process - Deputies Application/Selection

- A. On or before January 15th of each year, a notice will be posted advising deputies that employees interested in inter-division reassignment consideration will submit an Application Form to Human Resources.
- B. Postings will include the following:
1. Name of vacant position (e.g. Deputy Sheriff in Police Services).
 2. Expiration date for posting.
 3. Minimum qualifications:
 - a. One year of employment with the Lane County Sheriff's Office. However, any deputy who is police certified may also apply.
 - b. Must pass a modified background check consisting of CCH/QWHD/EIS/DMV review.
 - c. Must be able to pass DPSST required medical examination.
 - d. Must be able to obtain DPSST Basic Law Enforcement Certification within one year of transfer.
- C. The employee must complete and submit the Division Reassignment Request form Human Resources by 4:00 p.m. on the specified closing date.
- D. Applicants will be screened by Human Resources, take a written examination, pass the ORPAT within DPSST standards and appear before an interview panel. Those who successfully complete **all** these initial steps will be subject to peer/supervisor evaluation and a modified background check. The interview panel will consist of Sheriff's Office personnel who are certified as police officers in the State of Oregon. A LCPOA representative may observe the interviews.
- E. Applicants who successfully pass the entire process will be placed on an eligibility list for transfer as openings occur. The sequence of the transfers will be determined by a total of the scores earned by the applicants in the written examination, oral interview and the evaluation phases of the process. The list will be valid for one year. Applicants on the eligibility list who are deemed unsuited for transfer based upon unsatisfactory work performance, policy violation or other negative conduct may be removed from the eligibility list by the Sheriff, and may reapply only after correcting any deficiency that resulted in removal from the list.

- F. Actual transfers will be contingent upon the applicant's ability to pass the complete medical examination required by DPSST.
- G. If a person who is on probation is transferred to the Police Services Division, the eighteen (18) month probationary period starts over. If the employee fails to meet performance standards during probation, his/her employment with the Sheriff's Office will be terminated.
 - 1. If a probationary employee is offered reassignment to the Police Services Division, the employee has the option to accept the reassignment or to waive reassignment until their probation has ended.
 - 2. If a probationary employee waives their reassignment opportunity, the next person on the eligibility list will be offered the reassignment.
 - 3. The probationary employee who waives their reassignment opportunity will be reassigned at the first opening after their probation is completed as long as the eligibility list is still active.
 - 4. There is no guarantee that a probationary employee who waived their reassignment opportunity will have an additional opportunity prior to the eligibility list expiring.